

CITY OF MIAMI SPRINGS



City Manager's Office
201 Westward Drive
Miami Springs, FL 33166-5289
Phone: (305) 805-5010
Fax: (305) 805-5040

SPECIAL EVENTS APPLICATION

(TO CONDUCT A SPECIAL EVENT ON CITY PROPERTY OR OTHER PUBLIC PROPERTY)

1. **APPLICANT:** _____
Name of Organization: _____
Address: _____
Phone: _____ Fax: _____
2. **EVENT:** _____
Purpose: _____
Profit: _____ Non-Profit: _____
Date: _____
Time Start: _____ End: _____
Estimated # of participants: _____ Estimated # of spectators: _____
Location of event: _____
(Attach map to show route, if applicable)
3. **INSURANCE:** Attach Certificate of Insurance naming City of Miami Springs as an additional insured: Limits \$1 Million each person; \$2 Million each occurrence for bodily injury liability; \$100,000 each occurrence on property damage liability.
4. **RENTAL FEE:** Circle/Gazebo pavilion for weddings and/or private events: Rental fee for 3-hour minimum is \$500.00, and every additional hour is \$125.00. Curtiss Parkway median rental fee is \$100.00. (Non-profit organizations will not be charged a fee. Proper documentation must be shown). Per Resolution #2012-3557.
5. **FACILITY CLEAN-UP/DAMAGE REPAIR:** There is a deposit required of \$100 to cover cost of applicant litter clean-up and facility repair. Applicant agrees to reimburse the City if its clean-up/damage repair costs exceed the \$100 deposit. If no clean-up/damage repair is required, the deposit will be returned. **NOTE:** Applicant is responsible for providing adequate "recycling" containers to dispose of recyclable material.
6. **SPECIAL SERVICE:** Police: Traffic control and/or crowd control will be determined by the Miami Springs Police Department. Any police personnel costs incurred in addition to normal operating expenses will be provided by off-duty police officers and must be arranged with the Chief of Police or his designee.
7. **CODE COMPLIANCE:** Any placement of placards, banners, signs, etc., must be cleared with the Code Compliance Officer in compliance with the City Code.
8. **NOISE AND MUSIC PERMITS:** Permits may be issued upon the completion of the application, investigation, and decision making processes set forth in Code of Ordinance sections 99-20 through 99-25.

Applicant hereby affirms that none of the activities involved in this request involve any nudity or acts which could be construed as lewd, offensive to the senses, or offensive to the decency of an individual or the City.

Applicant: _____
(Print Name/Title) (Signature) (Date)

1. Risk Manager _____ Date _____
2. Chief of Police _____ Date _____
3. Code Compliance _____ Date _____
4. City Manager _____ Date _____

<u>Enclosure:</u> Certificate of Insurance	Yes _____	No _____	Waived _____
Route Map	Yes _____	No _____	Waived _____
Clean-up/Damage Repair Deposit	Yes _____	No _____	Waived _____
Usage Fee	Yes _____	No _____	Waived _____
Special Condition	Yes _____	No _____	Waived _____
Facility Agreement	Yes _____	No _____	Waived _____

REFERENCES: _____

FOLLOW-UP NOTES: _____

Please initial _____

